

ADMINISTRATIVE

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Approved For Release 2004/03/26 : CIA-RDP80M00165A001000250017-9

Executive Registry

77-737/2

ES 77-7
6 May 1977

M-10-2
5 May 77

MEMORANDUM FOR: See Distribution

SUBJECT : Amendment to ES 77-4 dated 17 March 1977 re
"Preparation of Correspondence for the Director"

Effective immediately, correspondence prepared for the Director's signature will no longer have "Admiral, U.S. Navy" under his name in the signature block. If letterhead stationery is used (and it should be in all cases where correspondence is going outside the Agency), the signature block will be: "STANSFIELD TURNER." In those cases where letterhead stationery is not used (e.g., internal Agency correspondence) "Director" should be blocked under "STANSFIELD TURNER."

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D. C. EVANS
Executive Secretary

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EXECUTIVE REGISTRY FILE M-10.2

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ADMINISTRATIVE

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ES 77-6

3 May 1977

MEMORANDUM FOR: See Distribution

FROM : B. C. Evans
Executive Secretary

SUBJECT : Servicing DCI Requirements and Your Needs

1. Action Requested: Assist this Office and SA/DCI to see that your material is properly presented to the DCI in sufficient time to enable him to focus, revise, or take appropriate action; and undertake a few steps to enhance the viability of our suspense system.

2. There is a great deal of material in the system generated by your initiative and/or in response to DCI requirements. In accomplishing these tasks, it is requested that you:

A. Please comply with ES 77-4 of 17 March 1977 on the preparation of correspondence for the DCI. In doing so, please be sure that:

a. the letter-size manila folder called for in paragraph 5 has an appropriately classified routing sheet on the outside. If the inside material must be read prior to a certain date, geared to an appointment, meeting or other deadline, please flag this for the DCI on the conveying routing slip.

b. instead of sending along a lengthy FYI memorandum, convert its substance to a precis, fact sheet, or point-paper conveyed by a brief note, summarizing its content to the extent of flagging what it is, why the DCI should see it, and when.

B. On DCI actionable material we send to you for preparation of a DCI response or comment to the DCI, we ordinarily indicate on my routing slip a suspense date. If you are unable to meet this date, have someone call us; where we indicate no suspense date, have someone call us indicating how long it will take to accomplish the necessary work. FYI, on all material, we place a reminder in Registry which returns the document to us at a given time, even though we do not assign a suspense date on the transmittal; but you must not rely exclusively on our tickler system in discharging a DCI or Executive Secretariat assigned action.

C. As you know, we have been sending extracts of the notes of Morning Staff Meetings to you as a reminder, per ES 76-5 dated 3 December 1976. Within five working days after receipt, please return these to us with a handwritten note indicating what has been done or what work is under way.

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3. I also encourage you to maximize the Morning Staff Meeting where the DCI is present for mentioning items of information or requests for guidance rather than creating a paper on such topics, if that is appropriate.

4. The above is in response to what we hope is an unnecessary and temporary "energy crisis." In assessing our reserves, we look to you for support. Thanks.

B. C. EVANS

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Info:

SA/DCI
EA/DCI (McMahon)
SA/DCI
D/EEO
AO/DCI

ES/BCEvans:sk

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TRANSMITTAL SLIP		DATE
TO: <i>ER</i>		
ROOM NO.	BUILDING	
REMARKS: <i>ES has their copy.</i>		
FROM:		
ROOM NO.	BUILDING	EXTENSION

FORM NO. 241
1 FEB 55

REPLACES FORM 36-8
WHICH MAY BE USED.

(47)